
To: Mayor and Council

From: Scott McLeod, Chief Building Official

Meeting Date: April 27, 2026

Subject: Report # PB-009-2026 - 2025 Building Department Annual Fee Report

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receive report # PB-009-2026 (2025 Building Department Annual Fee Report) dated April 27, 2026, for information.

Background

In accordance with subsection 7(4) of the Building Code Act S.O. 1992, c23 as amended the municipality is required to prepare an annual report on the permit fees received and the direct and indirect costs to administer and enforce the Building Code Act in its area of jurisdiction.

The applicable Building Code Act and Building Code Regulations are as follows.

Building Code Act, S.O. 1992, c.23 as amended

7(4) Report on Fees

Every 12 months, each principal authority shall prepare a report that contains such information as may be prescribed about any fees authorized under clause 7(1)(c) and costs of the principal authority to administer and enforce this Act in its area of jurisdiction.

O.Reg. 350/06 - Division C – Part 1 Administrative Provisions

1.9.1.1 Annual Report

(1) The report referred to in subsection 7(4) of the Act shall contain the following information in respect of fees authorized under clause 7(1) (c) of the Act:

(a) Total fees collected in the 12-month period ending no earlier than three months before the release of the report,

(b) the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the principal authority in the 12-month period referred to in Clause (a),

(c) A breakdown of the costs described in Clause (b) into at least the following categories:

(i) Direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of buildings, and

(ii) Indirect costs of administration and enforcement of the Act, including support and overhead costs, and

(d) if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).

(2) The principal authority shall give notice of the preparation of a report under subsection 7(4) of the Act to every person and organization that has requested that the principal authority provide the person or organization with such notice and has provided an address for the notice.

Comments and Analysis

The Building Department would like to report the following during the calendar year of January to December 2025.

The direct costs relative to the direct enforcement costs including the review of applications for permits and inspections includes such items as salaries and benefits, vehicle expenses, and day to day operation expenses.

The indirect costs relative to the indirect administration and enforcement of the Act, including support and overhead costs, includes such items as administrative support.

BUILDING DEPARTMENT ANNUAL FEE REPORT

1	Total Building Permit and Septic Permit Fees Received 2023:	\$514,874.00
2	Total Direct Costs to administer and enforce the Building Code Act 2023:	\$790,397.00
3	Total Indirect Cost to administer and enforce the Building Code Act 2023:	\$72,500.00
4	Amount of Reserve Fund established to administer and enforce the Building Code Act:	
5	Reserve Opening Balance: January 1st, 2008	\$0.00
6	Deficit for 2007	-\$49,165.75
7	Deficit for 2008	-\$29,291.82
8	Deficit for 2009	-\$93,166.31
9	Deficit for 2010	-\$24,605.42
10	Surplus for 2011	\$24,967.36
11	Deficit for 2012	-\$42,581.45
12	Deficit for 2013	-\$73,321.35
13	Surplus for 2014	\$1,137.00
14	Deficit for 2015	-\$33,036.00
15	Surplus for 2016	\$29,577.00
16	Surplus for 2017	\$390,578.00

<u>BUILDING DEPARTMENT ANNUAL FEE REPORT</u>		
17	Surplus for 2018	\$436,525.00
18	Surplus for 2019	\$395,601.39
19	Surplus for 2020	\$118,522.00
20	Surplus for 2021	\$312,919.00
21	Surplus for 2022	\$642,692.00
22	Surplus for 2023	\$97,726.00
23	Deficit for 2024	-348,436.00
24	Deficit for 2025	-348,023.00
	Surplus Closing Balance 2025	\$1,408,615.00

This report satisfies 7(4) of the Building Code Act S.O. 1992, c23 as amended in which the municipality is required to prepare an annual report on the permit fees received and the direct and indirect costs to administer and enforce the Building Code Act in its area of jurisdiction.

Financial Implications

The Building Department generated a **Deficit of \$348,023.00 for the year 2025.**

The Deficit results in **\$1,408,615.00** in reserves for offsetting of future years that may be subject to a deficit and for capital expenditures subject to budget approval.

No effect on the Clearview Budget.

Clearview's Strategic Plan

The above initiative supports the following strategic pillars:

- Communication

Report Appendices

NA

Approvals

Submitted by: A. Scott McLeod, CBCO, Dipl.M.M., Chief Building Official

Reviewed by: Amy Cann, M. Pl., MCIP, RPP Director of Planning and Building

Financial Implications Reviewed by: Kelly McDonald, Treasurer

Approved by: John Ferguson, CAO